

# Microsoft Excel

## Keyboard Shortcuts

Key	Result	Key	Result
Up Arrow	To move up one cell	PgUp	To move up one screen
Down Arrow	To move down one cell	PgDn	To move down one screen
Left Arrow	To move left one cell	Alt/PgUp	To move to the left one screen
Right Arrow	To move right one cell	Alt/PgDn	To move to the right one screen
Enter	To move down one cell in the current column	Home	To move to Column A of the current row
Tab	To move to the right one cell	Ctrl/Home	To move to cell A1
Shift/Tab	To move to the left one cell	Ctrl/End	To move to the intersection of the last active row and the last active column in the worksheet

The menu bar displays the names of the application menus in Excel. From the menu bar, drop down menus are invoked and various options may be selected.

**File Edit View Insert Format Tools Data Window Help**

Open a Workbook	Select the <b>File</b> menu, then <b>Open</b> . Select the workbook to be opened, then click <b>OK</b> .
Close a Workbook	Select the <b>File</b> menu, then <b>Close</b> .
Create a New Workbook	Select the <b>File</b> menu, then <b>New</b> .
Format Columns	Select the <b>Format</b> menu, then <b>Column</b> . Select the formatting option you wish to use.
Format Rows	Select the <b>Format</b> menu, then <b>Rows</b> . Select the formatting option you wish to use.
Format Fonts	Select the <b>Format</b> menu, then <b>Cells</b> . Select the <b>Font</b> tab, make changes, then click <b>OK</b> .
Format the alignment of a cell	Select the <b>Format</b> menu, then <b>Cells</b> . Select the <b>Alignment</b> tab, choose which alignment to use, then click <b>OK</b> .
Format a number in a cell	Select the <b>Format</b> menu, then <b>Cells</b> . Select the <b>Number</b> tab, choose a format, then click <b>OK</b> .
Add a border to a cell	Select the <b>Format</b> menu, then <b>Cells</b> . Select the <b>Border</b> tab, choose border styles, then click <b>OK</b> .
Shade a cell using colors & patterns	Select the <b>Format</b> menu, then <b>Cells</b> . Select the <b>Patterns</b> tab, choose a color and a pattern, then click <b>OK</b> .
Protect a worksheet or workbook (security)	Select the <b>Tools</b> menu, then <b>Protection</b> . Select <b>Worksheet</b> or <b>Workbook</b> , choose your options, then click <b>OK</b> .
Protect a cell (security)	Select the <b>Format</b> menu, then <b>Cells</b> . Select the <b>Protection</b> tab, choose settings, then click <b>OK</b> .
Cut, Copy, & Paste	Highlight the cell to be copied or moved. Select the <b>Edit</b> menu, the <b>Cut</b> or <b>Copy</b> . Highlight the new cell where the information should appear. Select the <b>Edit</b> menu, the <b>Paste</b> .
Set a Page Break	Select the <b>Insert</b> menu, then <b>Page Break</b> .
Create a simple addition formula	Select a cell. Type =(a cell reference)+(a cell reference), then press <b>Enter</b> . For example, to add cells A3 and B16, you would type: <b>=A3+B16</b> . You can use (+, -, /, *).
Create a simple function to add a group of cells	Select a cell. Type =SUM((the beginning cell reference):(the last cell reference)). For example, to add a group of cells in column A beginning in row 3 and ending in row 27, you would type: <b>=SUM(A3:A27)</b> .
Create a function	Select a cell. Select the <b>Insert</b> menu, then <b>Function</b> . Select a Function Category, then a Function Name, Click <b>Next</b> , then follow the steps until finished.

